



## Senior Recreation Leader/Recreation Leader

**\$10.65 to \$15.98 per hour**

Varied Work Hours

Days, Evenings & Weekends

First review of Applications - October 18, 2016

### The Position

Recreation Leaders assist the Coordinators and the Director with the Town's daily recreation activities and programming, including supervision of recreational programs for children, adults and senior citizens. Recreation Leaders do not receive Town benefits and may be released from employment with or without cause.

### To Apply

Employment applications are available at the following locations:

Town Hall  
1198 El Camino Real

Community Center  
1520 Hillside Blvd.

Sterling Park Recreation Center  
427 F Street

You may also call 650.997.8300 to have an application sent to you or you may download it from [www.colma.ca.gov](http://www.colma.ca.gov).

**A TOWN EMPLOYMENT APPLICATION FORM MUST BE COMPLETED AND RECEIVED BY HUMAN RESOURCES. FIRST REVIEW OF APPLICATIONS WILL OCCUR ON OCTOBER 18 2016.**

Send correspondence to: Town of Colma  
1198 El Camino Real  
Colma, CA 94014

### Essential Duties

- Organizing, leading and conducting a wide variety of indoor and outdoor recreation activities at parks, playgrounds and community centers including after-school programs, teen center, day camps, play groups, special events and senior events.
- Guiding recreation activities of children, teens and adults.
- Actively managing children's playground activities.
- Assuring that supplies and equipment are in order.
- Setting up and taking down recreational and facility equipment.
- Enrolling participants in recreation activities utilizing computer system.
- Assisting residents with facility bookings and entering reservations in computer system.
- Maintaining communications with parents of participants.
- Attending staff meetings.
- Performing light janitorial and maintenance duties.
- Applying basic first aid.
- Other duties as assigned.

### Qualifications

Appointment to Senior Recreation Leader requires at least fifteen semester college units and two years experience in recreation field.

**Characteristics:**

- Great with children.
- Leadership.
- Safety-oriented.
- Effective communicator.

**Knowledge of:**

- Methods of organizing, conducting and supervising recreational programs.
- Excellent customer service skills.
- Modern information technology including various computer applications.
- CPR/First Aid practices.

**Ability to:**

- Plan, organize and conducts recreation programs for children.
- Represent the Town positively.
- Exercise excellent customer service skills including patience and professionalism at all times.
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact.
- Speak and write clearly.
- Understand and follow oral and written directions.
- Work a varied schedule including some weekends and evenings.
- Operate basic office equipment.
- Learn Recreation Department Software.
- Establish and maintain effective, harmonious working relationships.
- Understand and work effectively with the public, especially children.
- Learn and interpret specific rules and policies and apply them with good judgment.
- Perform light janitorial and maintenance duties, safely lift up to 30 lbs.
- Attain CPR/First Aid certification within 60 days of hire.

**Education and Experience:**

The incumbent needs the knowledge to perform all duties on the job description. Any combination of education and life experience is acceptable.

High School diploma or equivalent and some experience working with groups is desirable.

**The Town of Colma**, known worldwide as the "City of Souls," is the smallest city in San Mateo County with 1,600 residents - and 1.5 million "souls". However, Colma is more than just 16 cemeteries. Colma's commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-paved residential streets and ornamental street lamps to its restored historical museum and railroad depot located at its 5,500 square foot Community Center. Sterling Park Recreation Center, which is the location for the after school children's program, has a basketball court, playground, large grassy field and multi-purpose room. Within its 2 square mile boundaries, the Town enjoys a strong sales tax base with two shopping centers, one of Northern California's most complete collections of car dealerships, and a card room. There are two BART stations nearby.

**THE INFORMATION INCLUDED IN THIS ANNOUNCEMENT MAY BE CHANGED AT ANY TIME. THE INFORMATION DOES NOT CONSTITUTE EITHER AN EXPRESS OR IMPLIED CONTRACT.**

**THE TOWN WILL MAKE REASONABLE EFFORTS IN THE SELECTION PROCESS TO ACCOMMODATE PERSONS WITH DISABILITIES. PLEASE ADVISE THE PERSONNEL DEPARTMENT OF SUCH SPECIAL NEEDS AT THE TIME OF APPLICATION.**

**ALL EMPLOYEES HIRED BY THE TOWN OF COLMA MUST BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES AND WILL BE REQUIRED TO PRODUCE CERTAIN DOCUMENTS VERIFYING SUCH INFORMATION. EOE**

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